



Manager of Finance

Job description

Position Summary

Under the general direction of the Assistant Secretary Treasurer, the Manager of Finance is responsible for the day-to-day operations of the Finance Department. This includes providing direction and support for the accounting, purchasing, accounts payable, accounts receivable, and payroll and benefits functions and services.

Duties and responsibilities

- Provides effective leadership of the Finance Department staff
- Facilitates the coordination of the accounting operations of the District to ensure the integrity of the accounts payable and receivable functions
- Ensures accurate, timely and compliant administration of the District's payroll and benefits programs for staff in accordance with District policies and procedures, collective agreements and applicable legislation and regulations
- Supports effective use of the District's ERP software, including gaining an in-depth technical knowledge of the software and updating and documenting procedures
- Engages in the selection, training, supervision and evaluation of appropriate personnel to ensure accurate maintenance of accounting records and effective control over all School District operating, capital and trust transactions
- Provides training to District staff on financial processes, procedures and expectations
- Ensures an up to date, balanced general ledger and related supporting documentation for all School District transactions
- Creates and maintains business reports in Microsoft Power BI and other software using data from multiple databases
- Provision of assistance as required by the Assistant Secretary Treasurer in preparation of financial reporting and budget requirements
- Performs internal audit tasks
- Acts on behalf of the Assistant Secretary Treasurer in their absence to support Finance Department decisions
- Performs other duties as may be assigned from time to time

Education, Experience and Skills

- Chartered Professional Accountant (CPA) designation
- Progressive experience in accounting or finance with a minimum of three years of successful supervisory experience
- Strong interpersonal skills with a demonstrated ability to collaborate and communicate technical information effectively
- A demonstrated ability to research, analyze and report complex financial information to support sound financial decision-making
- Strong IT literacy, with the demonstrated ability to learn how to use new software quickly and effectively
- Valid BC Driver's License [In district travel will require a reliable personal vehicle]
- Must maintain a Satisfactory Criminal Records Check